

**DEPARTMENT OF HOUSING
JOB OPPORTUNITY
ARCHITECTURAL DESIGN REVIEWER 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 011522

Hours: 35 Hours per week

Salary: \$56,263-\$77,655 (ES-22a)

Closing Date: September 3, 2015

Eligibility Requirement: Candidates must have applied for and passed the ARCHITECTURAL DESIGN REVIEWER 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply principles, practices and methods of architectural design and design aspects of building modification and construction; considerable knowledge of building materials and components; considerable knowledge of building and fire codes; knowledge of structural, mechanical and electrical systems; knowledge of computer aided design and drafting (CADD) equipment; interpersonal skills; oral and written communication skills; ability to review, interpret and apply contract provisions; ability to read blueprints; ability to accurately estimate project costs; ability to utilize computer software.

General Experience: Six (6) years of experience in preparing architectural designs, project documents and cost estimates for various types of building design projects including some experience utilizing computer aided design and drafting (CADD) equipment.

Substitution Allowed:

College training in architecture may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of five (5) years for a Bachelor's degree program in Architecture.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Working Conditions: Incumbents in this class may be exposed to some risk of injury or physical harm from site environments and to some discomfort from year round conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form, and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Theresa Judge, Human Resources Leadership Associate
FAX to: 860-622-2964
EMAIL to: Theresa.judge@ct.gov**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 011522 ON THE APPLICATION.
INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 09/03/15 WILL NOT BE CONSIDERED.
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.